Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the "Attachments" drop down box.
3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.
4. Click on the "Open" button.
5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB.
6. Click on the "Header" tab to return to the document. Click the "Submit" button.

Training & Information

WAWF Production Site
https://wawf.eb.mil

Web-Based Training Site
http://www.wawftraining.com

WAWF Practice Site
https://wawftraining.eb.mil

Navy WAWF Assistance Line
1-800-559-WAWF (9293)

Navy WAWF Quick References
http://www.abm.rda.hq.navy.mil/navyaos/content/view/full/99

DISA Ogden Help Desk
1-866-618-5988
cscassig@ogden.disa.mil

WAWF
Quick Reference

Reviewing Invoices & Receiving Reports (LPO Reviewer)

Created by Universal Consulting for the
US Navy

Reviewing Invoices & Receiving Reports

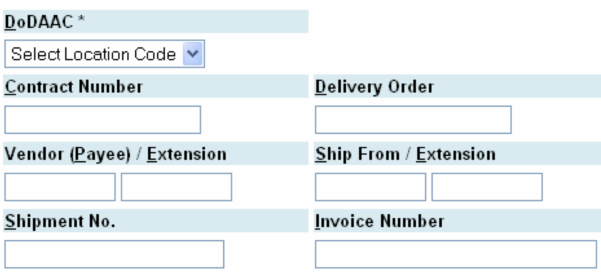
Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil
2. Click on "Logon" and type your user ID and Password and click "Submit".
3. Click the "LPO-R" link on the left side of the screen.
4. Click on the sub-link "Access Certification Folder".

Locating and Viewing the Receiving Report

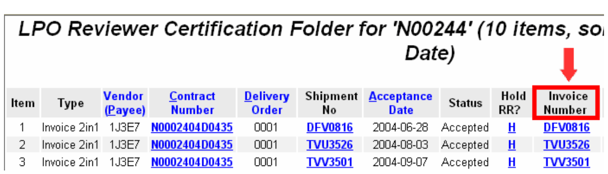
5. On the Search Criteria Screen, select your DoDAAC from the drop-down list.

   Note: You can search for a specific document by entering a contract number, vendor CAGE code, date range, or invoice number.



6. Click on the invoice number of the document you need to review.

   Note: If reviewing a COMBO document, please select the shipment number first to review the Receiving Report , taking note of the received and acceptance date. Click the "Recommend Review" checkbox to indicate Receiving Report has been viewed.



LPO Reviewer Certification Folder for 'N00244' (10 items, so Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number
1	Invoice 2in1	1J3E7	N0002404D0435	0001	DFV0816	2004-06-28	Accepted	H	DFV0816
2	Invoice 2in1	1J3E7	N0002404D0435	0001	TVU3526	2004-08-03	Accepted	H	TVU3526
3	Invoice 2in1	1J3E7	N0002404D0435	0001	TVV3501	2004-09-07	Accepted	H	TVV3501

7. To view the invoice information, click on the tabs at the top of the page: "Header", "Line Item", "Addresses", and "Misc Info".
8. To view attachments, go to the "Misc Info" tab, click on the attachment drop-down menu. If the document has an attachment, you can download it.
9. When you have reviewed all tabs and attachments of the invoice, you can either "Recommend Document Certified" or "Recommend Document Rejected".

Adding LOA info to the Invoice

10. Click the "LLA" tab on the top of the screen. Then click on the "Line Item Level" radio button. The Item Numbers from the invoice will be pulled into the LLA page.

    Note: You may select the "Document Level" checkbox instead of the Line Item Level" checkbox if all Item Numbers (CLINs) have the same accounting information.

11. Check for available funds. Enter the SDN/ Requisition Number (e.g. N0622A01RQSS026) in the "Doc/Record Ref Id" field, the ACRN (e.g. AA) and the AAA (e.g. 068688) for the "Acct Install No" field. Leave the rest of the fields blank unless you are certifying on behalf of non-Navy funds. If there are multiple line items, repeat the steps above for each.

    Note: Exceptions

Fund Type	Doc/Ref ID Number
Working Capital , or N68342, or N50119	Contract number/ Purchase order number
General Funds	SDN
Non-Navy funds	Call the Assistance Line for a TFO Crosswalk

12. Click on the "Header" tab on the top to go back to the invoice screen.
13. Click on the "Recommend Document Certified" checkbox at the bottom. Enter the date(s) when required.

Date Received	Date Received from the Receiving Report
Acceptance Date	Date Accepted from the Receiving Report

14. To add an attachment, see the instructions on the back of this Quick Reference.
15. Click "Submit" and you will receive a message that email notifications have been sent.

If Recommending Rejection of the Invoice

1. Click on the "Recommend Document Rejected" box on Header page.
2. Click on the "Misc Info" tab and enter a comment describing the reason for rejection.
3. To add an attachment, see instructions on the back of this Quick Reference.
4. Click "Submit" at the bottom of the "Header" tab.